

POSITION ANNOUNCEMENT 12-02

Assistant Case Manager or Receptionist Office of the Federal Public Defender Southern District of Texas — Brownsville

THE FEDERAL PUBLIC DEFENDER for the Southern District of Texas is accepting applications for the position of legal secretary or receptionist, to be stationed in Brownsville. More than one hire may be made from this announcement. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel.

ASSISTANT CASE MANAGER

Requirements. To qualify for entry level, a person must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience; some higher education may be substituted for experience. Personal computer skills and advanced word-processing skills are required; Spanish-language fluency and law-office experience are preferred. Employment is subject to a satisfactory background investigation.

Duties. Duties of the case manager include heavy data entry, record keeping, filing, photocopying legal documents, routing mail, answering and routing telephone and intercom calls, and other duties as assigned. The full Position Qualifications Statement and Position Description are available for inspection in this office.

Salary and Benefits. The starting salary for the position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP-6 Step 1, to JSP-8, Step 1, currently yielding \$34,907 to \$42,960 per annum.

RECEPTIONIST

Requirements. To qualify for entry level, a person must be a high school graduate or equivalent and have at least two years of general experience; some higher education may be substituted for experience. Personal computer, advanced word-processing skills, and Spanish-language fluency are required; law office experience is preferred. Employment is subject to a satisfactory background investigation.

Duties. Duties of the receptionist include answering and routing telephone and intercom calls, taking and

distributing messages, receiving visitors, photocopying, word processing, file room maintenance, running documents to the courthouse, and other duties as assigned. The full Position Qualifications Statement and Position Description are available for inspection in this office.

Salary and Benefits. The starting salary for the receptionist position, will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP-5, Step 1, to JSP-7, Step 1, currently yielding \$31,315 to \$38,790 per annum.

BOTH POSITIONS

The positions are in the excepted service and do not carry the tenure rights of the competitive Civil Service. The positions do include regular government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by sending a letter of interest and résumé to: Federal Public Defender, Southern District of Texas, 440 Louisiana Street, Suite 1350, Houston, Texas 77002-1669, Attn: Administrative Officer or email Laura_Dusthimer@fd.org. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case by case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Laura Dusthimer. Positions subject to the availability of funds; announced February 13, 2012; Application deadline is March 04, 2012.

**If you have previously applied for a position in Brownsville within the last 60 days, your resume will be considered.*

The Federal Public Defender is an equal-opportunity employer.